



## Town of Somers Pistol Permit Application Instructions

Temporary State Pistol Permit applications are available from the Somers Resident Trooper's Office for Town residents. To process your request the following items are required:

**1. Application:** The application can be picked up at the Resident Trooper's Office or downloaded from the Town website under the Resident Trooper section. It must be filled out completely and truthfully and it **must be NOTARIZED**.

**2. You must also bring in the following Documentation:**

Connecticut Driver's License or Connecticut ID Card

Birth Certificate (or certified copy) or Valid Passport

Proof of Training - Original NRA Pistol Certificate (**must have been taken within the past 2 years**)

(we will make copies and return your original documents immediately)

**3. One (1) check or money order in the amount of **\$70.00** made payable to the Town of Somers**

**4. One (1) check or money order in the amount of **\$15.00** made payable to the Treasurer – State of CT for fingerprinting services.**

**5. You must pre-enroll online at: <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>**

**Enter Service Code: Contact the Somers Resident Trooper or Police Administrator for the Service Code when ready to do your Pre-Enrollment – 860-749-4955 or [police@somersct.gov](mailto:police@somersct.gov)**

**Confirm your information is correct: Click **Yes** if correct and **No** if you need to change anything**

**Entering your Information: All fields in bold font/ blue highlight are mandatory to move forward in the process. After filling out all applicable fields, move to the next section by selecting the "Submit Pre-Enrollment" button at the bottom of the screen.**

This will bring you to a confirmation page and show the total amount due for the background check through the Connecticut Criminal History Request System. (**CCHRS**) Click the CONTINUE link to go to the external payment processor where you will make your payment using a debit or credit card. Fill out the screen completely and click submit.

**Final Confirmation and Transaction Number: If your information was submitted successfully you'll see the word "SUCCESS" in red near the top of the screen. Click the "I am Done" link on the bottom right.**

**Applicant Tracking Number:** An email will be sent to the address you entered on the form containing your tracking number and a bar code. **Print that tracking number and bring it with you when you turn in your application and supporting documents.**

Call 860-749-4955 or email [police@somersct.gov](mailto:police@somersct.gov) for any questions. Updated April 2024

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